

CERTIFICATION

GENERAL INFORMATION

- There are 3 parts of certification
 - The candidate was present to hear a standard set of instruction.
 - The candidate understood the instruction well enough to pass a proctored, standard certification examination.
 - If the certificate had a laboratory component, the candidate understood the instruction well enough to demonstrate the laboratory tests correctly in front of the instructor.
- Certification classes are a combination of virtual learning, an in-person proctored examination and, if required, a hands-on laboratory component.
- The virtual certification class is a live, instructor-led class. You can ask questions verbally or via the chat feature. You will be sent a link to join the class a couple of days before the class begins. There is nothing to install on your device. You just click on the link and join the class. You will need to use a device with a camera, speaker and microphone, and have a reliable internet connection. The class will typically work on a computer, tablet, or smart phone. The virtual training portion of the class is done at your own location. There will be no access to the facility on the virtual training days of the class. Only on testing/lab days will you be required to be at the facility.
- If your certification requires a prerequisite certification, you must successfully complete the prerequisite certification before taking the next class.

CERTIFICATION CLASS

- Attend the virtual Certification Class.
 - This is a live, interactive class led by an instructor. There is nothing to download. You just click on the link and enter the class.
 - **You will need to use a device with a camera, speaker and microphone, and have a reliable internet connection.**
 - The class will typically work on a computer, tablet, or smart phone.
 - The link will be sent to you via email, typically a couple of days before the class begins. Make sure your email address is correct in IOWADOT U.
 - **Attendance is mandatory for the entire class time! You must be on camera for the duration.**
 - You will have the opportunity to join discussion and ask questions verbally as well as with the “chat” feature.
- A link to the Zoom certification class will be sent to you via email a few days before the date it is scheduled. Any class manuals will be sent to you via mail to the address you have listed in your IowaDOT U user profile. Please make sure your email and your mailing address are correct when you are enrolling.

TESTING

- Certification also requires successfully completing a proctored, open-book, multiple-choice examination. If you do not pass the certification examination, you will have one opportunity to retake the certification examination. This must be completed within 6 months of the certification class. If you do not pass either try, you will be required to successfully complete the full certification class again to become certified.
- If there is a laboratory component to your certification class, during the virtual class your instructors will give you a time to arrive at the facility on the laboratory/exam day. Please wear steel-toe shoes and safety glasses. If you do not have steel-toe shoes, we do have a limited number of slip-on protectors that you can use.
- When you enroll in a certification class, you are also enrolling in a time and location in which to take the certification examination and do any required laboratory demonstration. You will be asked to show a photo ID when you arrive to test.
- Precautions will be in place at the testing/lab site.
 - Please arrive at your schedule time.
 - Do not attend if you are sick, are running a fever, or have recently been exposed to someone with COVID-19.
 - Please go straight to the lab/testing room. Do not walk around the facility.
 - Masks will be required at all times.
 - Sanitize your hands both before and after leaving the facility.
 - Testing tablets and tables will be sanitized after you have completed the examination in preparation for the next group.
- Proctors will NOT be able to answer any questions during the exam. If you would like to challenge a question, there will be a Question Challenge sheet for you to fill out.

SUGGESTED PREPARATION

- The course manual(s) will be mailed to you. Please make sure your mailing address is correct in IowaDOT U when you enroll. The manuals will also be available online at <https://iowadot.gov/training/TTCP-manuals>. Spend some time reviewing the manuals and becoming familiar with where to find things.
- Most certificates have a free, web-based review. This is a great tool to prepare. Instructions on enrolling in the reviews are available at <https://iowadot.gov/training/web-based-training>. You can complete this at your own pace, and multiple times if desired.

HOW TO ENROLL

- Go to the online Registration Book located at <https://iowadot.gov/training/TTCP-registration-book>.

- Scroll to find the certification in which you would like to certify and click on the link. The page will list all of the available virtual training days together with the testing sites/dates/times. Find the date and location you would like to attend.
- After you have found the testing sites/dates/times that you would like, proceed to enroll using IOWADOT U. Step-by-step instructions for enrolling are located at <https://iowadot.gov/training/ttcp/registration>. If you already know the date and location you would like to attend, you can skip Step 2 and go to Step 3.
- **Make sure you are enrolling at the location where you want to take the examination/lab! There are multiple locations testing/doing lab at the same time on the same day. Make sure you are enrolling in the right one!**
- If you already have an account in IOWADOT U, and cannot remember your username and password, please contact dot.ttcp@iowadot.us. We can help you. Please do not create additional accounts in IOWADOT U.
- You will be sent a calendar invitation for each day of the class. This is done so that you can easily add the class dates to your electronic calendar.
- You will also receive a confirmation notice/invoice via email. Please read this, and any other class correspondence that is sent.

Payment

- Shortly after you enroll, an invoice will be sent to you via email. This is the only invoice that is sent. Please make sure your email address is correct in IOWADOT U.
- For non-DOT employees, payment must be made by check or by using CIT funding if you qualify. Cities, Counties and Consultants do not qualify for CIT funding. For more on CIT funding, please visit <https://iowadot.gov/training/ttcp/RegBook/CIT.pdf>
- For DOT employees, payment is covered automatically under separate funding. It will not be billed to your cost center.
- We cannot accept credit card payments at this time.
- Please make your check payable to the Iowa DOT and send to:
Iowa DOT
800 Lincoln Way
Ames, IA 50010
Attn: Brian Squier

Certificates will not be released until payment has been received. You will not be a certified technician until payment has been received and your certificate has been released.